



GOVERNORS STATE UNIVERSITY

COLLEGE OF BUSINESS

MENTORSHIP WELCOME GUIDE



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MESSAGE FROM YOUR MENTORING LEADER

Hello! My name is Peter, and I am thrilled to serve as the leader of the College of Business (COB) Mentorship Program. Our dedicated team and I are here to introduce you to an exciting journey of mentorship that we hope will be both rewarding and transformative for you.

Whether you are stepping into this experience for the first time or have benefited from mentorship, we warmly welcome you. The COB Mentorship Program is designed to support all students, regardless of their previous experience. Our primary goal is to connect you with a mentor who shares your passions, aspirations, and professional goals. Through this relationship, you will gain invaluable guidance, insights, and support that can significantly shape your academic and career trajectory.

Mentorship is more than just professional advice; it is about building a connection with someone who can offer a fresh perspective, help you navigate challenges, and celebrate your successes alongside you. We believe that through this program, you will grow professionally and personally as you gain confidence, knowledge, and new skills. Throughout your time in the program, we encourage you to actively engage with your mentor, ask questions, seek advice, and take full advantage of opportunities. This is your journey, and we are here to support you every step of the way.

I am incredibly excited to have you join us, and I am confident that you will find the mentorship experience memorable and impactful. Welcome to the COB Mentorship Program – we can't wait to see all you will achieve!

Warm Regards,

Peter Judge, M.S.
Coordinator of Student Success Initiatives



PARTICIPATION REQUIREMENTS

JAGUAR JOURNEY

Requirements for Professional Mentors:

- Must be willing to commit to the program for the semester (January - May 2025).
- Must be willing and able to meet with your Student Mentee 3 times during the semester.
- Must be willing and able to have one face-to-face meeting during the semester.

Requirements for Mentees:

- Must be enrolled in a COB major/or minor
- Must maintain a minimum GPA of 2.75 (Undergrad.) and 3.0 (Grad.)
- Must commit to the program for the duration of the semester (Jan. - May)
- Must connect with your Mentor at least 3 times during the semester (1 in person)

COMPLETE CHECK-IN FORM AFTER MEETING:

After each mentor-mentee meeting, the mentor and mentee must complete the [Mentorship Check-In Form](#).

This form helps us track your progress, confirm that meetings are taking place, and identify any challenges or concerns that may arise. Submitting the form ensures we can provide support as needed and keep the mentorship program running smoothly.

MENTOR-MENTEE PARTNERSHIP AGREEMENT

We willingly enter this partnership expecting mutual growth, respect, and benefit. Recognizing the mentor's voluntary commitment to guiding the mentee in achieving academic and professional success, we agree to work together as partners in this journey, fostering a supportive and enriching relationship.

This partnership is founded on shared goals, open communication, and mutual accountability. To ensure the effectiveness of our collaboration, we outline the following guidelines for our engagement:

EXPECTATIONS

1. Respect and Trust

Both parties commit to fostering a professional and respectful relationship. Open and honest communication will be the foundation of our partnership.

2. Mandatory Reporting

While this partnership promotes openness, both parties acknowledge that mentors must report any disclosures under the institution's mandatory reporting guidelines (e.g., Title IX violations, harm to self or others). Topics to avoid or approach with caution may include:

- o Personal matters unrelated to professional or academic growth
- o Highly sensitive personal issues not relevant to the goals of this partnership

3. Appropriate Boundaries

Conversations will remain professional and focused on academic, career, and personal development topics related to the mentorship goals.

COLLABORATIVE GOALS

We agree to focus our efforts on the following objectives, outlined using the SMART goals framework (see page 5):

1. Goal 1:

- To achieve this, we will: _____

2. Goal 2:

- To achieve this, we will: _____

3. Goal 3:

- To achieve this, we will: _____

MEETING FREQUENCY

We commit to meeting at least _____ time(s) per month to discuss progress, address challenges, and refine strategies. If scheduling conflicts arise, we pledge to notify each other at least _____ hours/days in advance.

COMMUNICATION GUIDELINES

To maintain clarity and accountability, we agree to use the following contact information for all communications related to this partnership:

Mentee Contact Information

Name: _____

Phone: _____

Email: _____

Mentor Contact Information

Name: _____

Phone: _____

Email: _____

ACKNOWLEDGMENT

By signing below, both parties affirm their understanding and acceptance of this agreement. While this document is not legally binding, it is a mutual commitment to the above principles and goals. In the event of significant challenges, the Coordinator of Student Success Initiatives may be consulted for guidance or support.

Mentee Signature: _____

Date: _____

Mentor Signature: _____

Date: _____



DEVELOPING S.M.A.R.T. GOALS

S

Specific: The goal should be clear and well-defined, avoiding vague or ambiguous language—a particular goal answers who, what, why, and how you aim to accomplish.

Example: “*Develop or improve my resume with guidance from my mentor.*”

M

Measurable: Include criteria for measuring progress and success to ensure accountability and determine whether the goal has been reached.

Example: “*Apply to three internships by the end of the semester*” is measurable, as you can track progress by the number of applications submitted.

A

Attainable: The goal should be realistic and attainable, considering available resources, skills, and time. While goals should challenge you, they must be possible.

Example: “*Schedule two informational interviews with professionals in my field*” is achievable, while “*Secure a CEO role upon graduation*” is less realistic.

R

Relevant: The goal should align with broader personal, academic, or professional objectives. It should matter to you and contribute to your overall growth.

Example: “*Improve public speaking skills to prepare for class presentations and interviews*” is relevant if you want to enhance your communication abilities.

T

Time-Bound: The goal should have a deadline or a specific time frame. This creates urgency and keeps you focused.

Example: “*Complete a LinkedIn profile and connect with 15 professionals by the end of the month*” is time-bound, whereas “*Build a professional network*” lacks a defined timeline.

QUESTIONS TO ASK PROFESSIONAL MENTORS:

1. How did your career journey begin, and what sparked your interest in your field?
2. What academic paths or majors did you consider before settling on your current field?
3. Were you involved in extracurricular activities, clubs, or organizations during college?
4. What was your first job or internship, and how did it shape your career?
5. What are your favorite ways to spend time outside work?
6. Was there a mentor or experience that inspired your passion for leadership?
7. What steps led you to your current position, and what advice would you offer?
8. What challenges have you faced in your career, and how did you overcome them?
9. What important lessons have you learned from your successes and failures?
10. How do you stay current and continue growing in your career?
11. Is there a skill or area you're working on improving right now?
12. Did you always imagine your career turning out the way it has, or was it unexpected?
13. When did you face a major professional challenge, and how did you handle it?
14. What's your advice for building and maintaining a strong professional network?
15. What personal or professional accomplishment are you most proud of?
16. Are you involved in any professional organizations? What have you gained from it?
17. What industry groups or associations would you recommend exploring?
18. Are there any classes or certifications you'd suggest completing?
19. How do you balance your professional responsibilities with your personal life?
20. How do you recover and grow from setbacks or failures in your career?
21. When you were in my position, what's one piece of advice you wish you had received?
22. What is your go-to strategy for handling stress and avoiding burnout?
23. How do you build strong and meaningful industry relationships?
24. What would you say to someone uncertain about choosing a major or career path?
25. How do you prioritize lifelong learning and development beyond formal education?

QUESTIONS TO ASK MENTEES:

1. What unique aspects make you, you?
2. What values guide your decisions and actions?
3. What life experiences have shaped you the most thus far?
4. What drew you to Governors State and the College of Business?
5. What have been the highlights of your college experience so far, and what challenges are you currently facing?
6. What do you consider your strongest personal trait?
7. What skills do you feel confident in, and what would you like to work on?
8. If you could accomplish one big goal during college, what would it be?
9. Are there any events or activities on campus you're excited about this year?
10. Where do you see yourself in five or ten years?
11. Do you have any questions about the College of Business or your classes that you'd prefer to ask me instead of a professor or advisor?
12. How are things going with your classmates?
13. How are you adjusting to college life?
14. How are you managing your academic workload compared to what you were used to before college?
15. What strategies help you stay organized and manage your time with everything you have going on?
16. Have you explored on-campus resources, like tutoring or academic advising?
17. Have you visited your professors during office hours yet?
18. Is there a professor or staff member you'd like to get to know better? I'd be happy to help make that connection.
19. How do you make time for yourself and recharge with everything on your plate?
20. Have you been able to network or build relationships with other students in your major or with similar interests?
21. Are there any aspects of college life you'd like to learn more about?
22. Have you connected with other students in your major or field of interest?
23. What are some of your short-term and long-term goals for your time at college?
24. What have you done so far to explore possible career paths?
25. How do you celebrate your successes, big or small?



HANGOUT SPOTS

FOOD

Jaguar Den: *GovState Campus*
Panera Bread: *Matteson*
The Great American Bagel: *University Park*

COFFEE SHOPS

Dunkin Donuts: *Monee & Matteson*
Jaguar Den: *GovState Campus*
Starbucks: *Matteson*

TOPICS TO COVER

- | | |
|--|---|
| 1. Optimize Your LinkedIn Profile | 11. Improve Time Management Skills |
| 2. Perfect Your Resume | 12. Dress for Success in the Professional World |
| 3. Master the Art of Writing a Cover Letter | 13. Build and Expand Your Network |
| 4. Develop a Compelling Elevator Pitch | 14. Explore Recommended Books and Podcasts |
| 5. Prepare for Mock Interviews | 15. Achieve a Healthy Work/Life/School Balance |
| 6. Plan Your Academic Course Load | 16. Discover GovState and COB History |
| 7. Set Goals for Life After College | |
| 8. Search for Job and Internship Opportunities | |
| 9. Learn Effective Budgeting | |
| 10. Develop Strong Study Habits | |

RESOURCES

- [4 Year Career Compass Program](#)
- [Career Fairs and Events](#)
- [Online Job Posting System](#)
- [Job and Internship Search Sites with Links](#)
- [Research Tools and Guides](#)
- [Resume](#) and [Cover Letter Writing](#)
- [Interviewing](#) and [Networking](#)
- [GSU Internship Orientation Guide](#)

COB CONTACTS

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